

HARRIS COUNTY EMERGENCY SERVICE DISTRICT NO. 47

MINUTES OF REGULAR MEETING
December 20, 2023

The Board of Directors of Harris County Emergency Service District No. 47 (“the District”) met in regular session, open to the public, on the 21st day of December 2023 at 7:00 p.m. at the Westlake Fire Department, 19636 Saums Rd., Houston, TX 77084, a designated meeting place of the Board. The roll was called of the duly constituted members of the Board, to-wit:

Mitch Copeland	President
John P. Blanke	Commissioner
Gilberto Porras	Vice President, Assist. Treasurer, Assist. Secretary, and Records Retention Officer
Brian Havran	Secretary and Public Information Officer
Mike Miller	Treasurer and Investment Officer

All Commissioners were present at the Fire Station.

Also present at the fire station were “Butch” Callegari, Jr. of Callegari Law Firm, PC, Attorney for the District (“Attorney”); Joseph Ellis of McCall Gibson Swedlund Barfoot PLLC, Auditor for the District; Brian Desilets of Clarity Consulting Corp., bookkeeper for the District; and Ginny Valls, recording secretary for the District. Interim Chief Palmer joined the meeting via zoom.

Commissioner Copeland called the meeting to order at 7:25 p.m., and the following business was transacted.

No members of the public were present so public comment was deferred.

Comm. Copeland discussed the minutes from the November regular meeting. There were a couple of grammatical corrections and a correction for clarity. **After discussion, Comm. Porras made a motion to accept the November regular meeting minutes as corrected. Comm. Havran seconded the motion, and the motion was unanimously accepted by the District.**

Commissioner Copeland next discussed the bookkeepers’ report. Mr. Desilets presented the report for November 2023 to the District for their review. It was noted that Texas Class and TexPool were switched on the cash flow reports. Mr. Desilets will correct it. **After review, Comm. Havran’s motion, seconded by Comm. Miller to approve the Bookkeeper’s report, the District’s Financial Report, the Investment Report and payment of the bills as presented, received unanimous consent of the Board.**

The sales and use tax collection were next for discussion. Mr. Fortner emailed the report to the District. Mr. Fortner had an emergency and was not able to attend tonight. Mr. Desilets noted that \$147,802.56 was deposited for December from Sales Tax Collections. The District will defer the matter until next month.

Commissioner Copeland recognized Interim Chief Palmer for consideration of the Fire Department report for the month of November 2023. Copies of the written monthly report were prepared detailing the number of calls by category and the overall response times. The commissioners reviewed the report. Comm. Copeland asked who is responsible for the keys to properties at businesses when the department responds to alarm calls. Chief Palmer stated that the Harris County Fire Marshal provides access keys for the knox box to the fire departments and the property owner should provide updated keys in the boxes. Attorney Callegari will get the surplus Ford

Explorer posted this week. Attorney Callegari asked if the Department had received the list of equipment from Stryker. They did receive it and no action is needed. Stryker still has not requested payment. Comm. Havran asked is there were any staffing issues during the upcoming holidays. Chief Palmer stated that at this time, staffing for Christmas Eve and Christmas day are at the minimum requirements or better and that we are fully staffed for New Year's Eve. **After review, Comm. Porras' motion, seconded by Comm. Havran to approve the Fire Department's report as presented, received unanimous consent of the Board.**

Amending the District's budget was deferred.

The District then reviewed the Investment Policy and considered changes to the policy and guidelines. The Commissioners discussed the current policy and agreed to keep the current policy in place. **Commissioner Havran made a motion to continue with the current investment policies, strategies and guidelines. Commissioner Miller seconded the motion and the motion was unanimously accepted by the District.**

Engaging the auditor for the District's 2023 Financial Statements was then discussed. Mr. Ellis discussed the McCall Gibson proposal that he had distributed to the District as well as his firm's qualifications. He will send a formal engagement letter to the District for review. Breedlove & Co. also emailed Attorney Callegari a proposal. Comm. Copeland would like to review both before deciding. Attorney Callegari stated that the matter can be deferred until February so that the District can review the Department audit currently being done by Breedlove. Jill Henze with Breedlove will attend the meeting next month.

Executive session was deferred.

Attorney Callegari asked if the insurance invoice had been paid. Mr. Desilets had not but could pay online tonight with the District's authorization. The commissioners authorized Mr. Desilets to pay the invoice online during the meeting. Mr. Desilets paid the bill and will note it in the report next month.

The next regular meeting is scheduled for January 18, 2024. Attorney Callegari has a conflict and would like to change it to January 17, 2024. The commissioners agreed to the change in date. Comm. Miller stated that he received good feed back from Santa Candy Toss. Chief Palmer stated he had received good and bad feedback. Life Scan will start late January and physicals will be in February. Banquet will be at Pine Forest Country Club on January 20, 2024.

THERE BEING NO FURTHER DISTRICT BUSINESS TO CONDUCT, Comm. Porras motioned for adjournment at 8:50 p.m. Comm. Miller seconded the motion, which received the Board's unanimous consent.

Passed and approved (date)

Brian Havran, Secretary